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RULES
FOR THE REGULATION
OF THE
Provincial & City Hospitals

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RULES
FOR THE REGULATION
OF THE
Provincial and City Hospital.

CHAPTER I

THE COMMITTEE OF MANAGEMENT

I. Shall be composed of five members of the Board of Commissioners, viz., the Chairman, Vice-Chairman, His Worship the Mayor, Drs. Black and Parker.

II. The Committee of Management shall transact the ordinary business of the Hospital, and shall do their utmost to see that the several regulations hereinafter contained are duly attended to; for which purpose they shall meet at the Hospital at least once every week, on a stated day and at a regular hour, such day and hour to be fixed at their first meeting, and at such other times as they may think expedient. It shall be their duty to enquire into the conduct of all the officers and servants of the Hospital, and to make a minute of any irregularities or acts of insubordination, to order all repairs (subject to the approval of the Board of Commissioners), to audit, inspect, and approve all accounts, and to order payment of the same.

III. Three members of this Committee shall form a quorum.

IV. They shall, at their meetings, make minutes of their proceedings, which they shall forthwith cause the Secretary to transcribe into a book, which minutes

shall be submitted to the Board of Commissioners at their regular monthly meetings.

V. This Committee shall have the power, and it shall be their duty to engage and discharge all servants of the Hospital, and fix their wages.

VI. They shall insert, or cause to be inserted in a book provided for the purpose, all orders to the Steward or other officer in charge of this department, for the purchase of stores, which orders must be signed by a member of the Committee.

VII. They shall receive or reject applicants for admission as in their discretion they shall think advisable, having regard to the existing circumstances of the Hospital, but they shall admit no person without a previous examination by some member of the Medical Board, or the resident physician.

VIII. They shall also determine whether the applicant shall be received as a pauper or pay patient, and in the latter case, they shall agree as to the price to be paid weekly, and take such security as they may deem requisite. They shall also direct the names of all patients received or discharged to be entered into a Book kept for that purpose.

IX. They shall regularly inquire of the Physicians and Surgeons, or in their absence, the Resident Physician, whether any of the pauper patients are incurable or in a condition to be discharged, so that no improper objects be permitted to remain.

X. In case the Resident Physician, or any of the Officers of the Institution, shall neglect any of the duties prescribed to them, or refuse to comply with any reasonable request of the Committee of Management, this Committee may suspend the Officer so offending, and report the case, with the attending facts, to the Board of Commissioners.

CHAPTER II.

OF THE MEDICAL BOARD.

I. The Medical Board shall consist of the Consulting and Attending Physicians and Surgeons, who shall hold their offices during the pleasure of the Board of Commissioners.

II. The Medical Board shall advise the Board of Commissioners, through the Committee of Management, in all matters pertaining to the health and physical well-being of the inmates of the Hospital.

III. The Consulting Physicians and Surgeons shall be considered as Counsellors; and shall be invited to attend at all capital or important operations in the Hospital, and in Medical cases when desired.

IV. There shall be eight attending Physicians and Surgeons appointed by the Commissioners, who shall make such arrangements among themselves that the Hospital be visited once every day at least by two of them. The visiting hour for the attending Medical officers shall be twelve o'clock (noon) of each and every day, Sundays excepted.

V. No person shall be eligible to the office of Consulting or Attending Physician or Surgeon, who is not a graduate of a University or a Licentiate or member of a College of Surgeons recognized by the Profession, and of high standing.

VI. Should any one of the Medical officers be unable from illness, or intended absence from the City, to fulfil the duties of his office, he shall obtain a substitute during the period of such absence from among his colleagues.

VII. In all important Surgical cases requiring operations, (except in emergencies where delay might be

dangerous,) and in medical cases when desired, a consultation of the whole Medical Board of the Hospital shall be summoned.

VIII. The attending Medical officers shall have the power to admit and discharge patients—in cases of emergency the House Surgeon shall in the absence of the Medical officers admit patients at any hour of the day or night.

IX. The Medical Board shall regulate the diet of the patients.

X. The attending Medical Officers shall have the power to appoint their own dressers and clerks from among the Students.

XI. That for the purpose of pathological investigation the attending Medical officers of the Hospital shall have the power of examining the bodies of patients deceased within it, at their discretion; and such examination shall only be made in the presence of, or by the order of the same.

XII. Any attending Physician or Surgeon may, after having acted in that capacity for ten years, become a consulting Physician or Surgeon of the Institution.

CHAPTER III.

OF THE HOUSE SURGEON AND APOTHECARY.

I. The Commissioners shall appoint to fill the office of House Surgeon and Physician, and to perform the duties of Apothecary to the Institution, a Graduate or Licentiate of some recognized university or College of Surgeons, who shall not engage in private practice either in or out of the Hospital.

II. This officer shall visit all the occupied wards and other apartments and offices in the Hospital at

least once every morning and evening, and oftener when required so to do by the attending Physicians and Surgeons. He must be prepared to report to his superior Medical Officers the state of the patients since their last visit.

III. In any case of an urgent nature this officer shall immediately summon the attending Physician or Surgeon, as the case may be, and if he cannot be found, he shall call upon the nearest member of the Medical Board.

IV. He shall not absent himself from the Hospital more than is absolutely necessary, and shall always (except in case of illness) be present at the visiting hour. When away from the grounds of the Hospital, he must leave word with the next officer in charge where he is to be found.

V. He must always be in the Hospital at a seasonable hour in the evening, and must never sleep out of the building without first providing a substitute to be approved of by the Committee of Management.

VI. He shall keep a list and have charge of all the Surgical instruments belonging to the Hospital, and shall be responsible for the same, and for the order in which they are kept.

VII. He shall also make up all the Tinctures, Pills, and preparations required, and shall dispense all prescriptions ordered for patients under treatment. It shall be his duty to see that the requisite stock of Medicine is always kept on hand—and all his requisitions to the Committee of Management for necessary supplies of drugs and surgical instruments must be countersigned by two of the attending Medical officers.

VIII. He shall keep a report of all cases, Medical and Surgical, admitted into the Hospital, and record

the treatment adopted. He shall affix the name and other particulars connected with each patient at the bed's head, and he shall enter in the register of patients the name, sex, age, religion, country, place of residence, disease and time of admission of every patient received into the Hospital, also the name of the person by whom the patient is recommended, and whether a pauper or pay patient, and if the latter, the rate charged per week, and the time and the manner in which every patient leaves the Hospital.

IX. It shall be his duty to notify the members of the Medical Board when a consultation is required.

X. He shall draw up a report of the state and number of patients admitted and discharged previously to the meetings of the Committee of Management.

XI. He shall attend the weekly meetings of the Committee of Management, and act as their Secretary.

XII. It shall be his duty to certify the regular attendance of the Medical students at the Hospital, and to promptly report to the Committee of Management any irregularity or misconduct on the part of such students.

XIII. In all cases when it becomes necessary to notify the Coroner of the sudden death of any individual within the precincts of the Hospital; it shall be the duty of the House Surgeon to give such notice, and on the holding of the inquest he shall be the Medical Officer referred to for information by that Functionary and the Jury summoned by him, and shall be entitled to the fees paid in such cases.

XIV. It shall be his duty to perform all post mortem examinations ordered by the Attending Physicians and Surgeons for Pathological purposes, but he

shall make no such examination on his own responsibility.

XV. It shall see that the Hospital in all its departments, and everything belonging to it, is kept clean and in proper order.

XVI. He shall, whenever a patient desires it, send for a Clergyman of his or her denomination.

XVII. Upon the death of any patient he shall apprise the friends of the deceased of the fact; as also the physician or surgeon under whose medical or surgical care the deceased has been, and cause such death to be registered in the office of the Deputy Registrar of Births, Marriages and Deaths for the City of Halifax.

CHAPTER IV.

OF THE STEWARD.

I. He shall be elected by the Board of Commissioners, and shall produce testimonials of character and qualifications satisfactory to that body, and shall be considered the second officer of the establishment, and in the absence of his superior shall have charge of the Hospital, and shall obey its laws, and all regulations and rules given to him by the Committee of Management.

II. He shall take charge of the furniture, stores, and provisions as they are brought to the Hospital: see that all are of good quality, and that the latter are of proper weight and measure.

III. He shall keep a daily account in a book provided for that purpose of the quantity received into, and delivered out of store. He shall also every quarter take an inventory of all the above articles in his

custody as stores, for the information of the Committee of Management.

IV. He shall purchase, under the direction of the Committee of Management, provisions and all other stores for the use of the Hospital, except medicines.

V. He shall keep under his key all wines, spirits, sugar, molasses, unmade linen, blanketing, and all other stores and necessaries.

VI. He shall keep in a book provided for that purpose a regular account of all monies received and disbursed by him on behalf of the Hospital.

VII. He shall enter in a book to be kept for that purpose an account of all money, clothes, or other articles belonging to any patients who may wish to deposit the same in his charge, and he shall return all such deposits to them when discharged, or, in case of death, to their representatives.

VIII. He shall not employ any patient without the sanction of the Physician or Surgeon, under whose care such patient is placed.

IX. He shall have the power, under the direction of the Committee of Management, to hire and dismiss all the nurses and servants employed in or about the Hospital; and should any of these employed be guilty of profane swearing, drunkenness, bringing spirituous liquors clandestinely into the house, or other gross misconduct, he shall promptly, with the concurrence of the House Surgeon, dismiss them, and report the matter to the Committee of Management.

X. He shall take particular care that no wine or spirits are used in the Hospital, except by the directions of the Physicians or Surgeons for the use of the patients.

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XI. He shall personally supervise the distribution of the milk, bread, meat, and such other articles as are required in the wards, according to the diet book, and shall make out from the daily return of diets, the necessary calculation for the quantities of the articles required for the day's consumption, and shall fill up and sign the orders for the daily supplies.

CHAPTER V.

THE MATRON.

The Commissioners shall appoint a Matron, who shall reside in the Hospital, in apartments to be designated by the Committee of Management, and who shall receive a salary of per annum, but shall not be allowed any other emoluments, perquisites or fees, whatsoever.

HER DUTIES.

I. She shall visit all the wards in the Hospital twice every day, and see that they are properly attended by the nurses and assistants.

II. She shall oversee the patients and servants, and take care that the wards, bath rooms, halls, windows, entries, and medical officers' apartments, the beds, clothes, linen, and other things are kept clean and in order. All the patients, nurses, and servants, under the direction of the Steward must obey her orders.

III. She shall immediately report to the House Surgeon any of the nurses or their assistants who neglect to keep their wards in order, or violate any of the rules of the Institution.

IV. She shall take care of all the household goods and furniture placed by the Committee of Management, House Surgeon or Steward under her charge.

CHAPTER VI.

NURSES.

I. Immediately on the admission of patients, the nurses shall attend to their cleanliness, giving them a bath, unless otherwise ordered by the attending Medical Officer or House Surgeon, and shall deliver without delay to the Steward their clothes after an inventory has been taken.

II. In the event of any patient being seized with unusual or alarming symptoms they shall give immediate notice to the House Surgeon.

III. They shall receive no medicines sent from the Apothecary's shop to the ward which shall not be labelled and directed.

IV. They shall pay particular attention to the cleanliness of the patients, their clothing and bed clothing.

V. They shall on no account allow anything to be brought into the ward or given to patients except that which is ordered.

VI. They shall give immediate notice to the House Surgeon or other superior officer when any patient shall have violated any of the Bye-laws of the Hospital.

VII. They shall not unnecessarily leave their respective wards when on duty, nor leave the Hospital without permission of the House Surgeon. They shall always keep themselves clean and respectably clothed, and render a willing obedience to all the orders of the resident and other Medical Officers, the Steward and Matron.

CHAPTER VII.

OF THE STUDENTS ATTENDING THE HOSPITAL.

I. The Students of regularly qualified practitioners in the city, shall be admitted by ticket signed by two members of the Medical Board, to attend at the regular visiting hour, and at no other time, except by special permission, to witness the practice of the Hospital.

II. Every Student so admitted shall behave with decorum and propriety.

III. Any Student who shall infringe any of the regulations of the Hospital, or be guilty of any improper conduct, shall be deprived of his ticket with its attending privileges.

CHAPTER VIII.

OF THE PATIENTS.

I. No patient shall be admitted into the Institution until he or she shall have been examined by some member of the Medical Board, and pronounced by such officer to be a suitable person for Hospital treatment.

II. In any urgent case, when delay may be dangerous, the House Surgeon or Physician shall have power to admit patients, and shall immediately give information to the Physician or Surgeon, as the case may be, in whose ward such patient may be placed, and if he cannot be found, to any other member of the Hospital Medical Board.

III. No patient shall be admitted into the Hospital whose case shall be considered incurable, or who is in-

sane, or whose case does not require the particular benefit of an indoor practice.

IV. No woman in advanced pregnancy shall be admitted as an indoor patient.

V. No children under six years of age, except in cases where the greater operations are to be performed, shall be admitted into the Hospital.

VI. Such patients as are unable to pay for their maintenance shall be received as paupers, such as are able to pay shall be admitted as pay patients, and none of these at less than per week, for the payment of which security must be given.

VII. Seamen provided for by law, Chap. 8, Sec. v. Acts of 1866, shall be admitted, and shall receive the benefits of the Hospital.

VIII. Lock ward cases, male and female, shall be treated in separate apartments if the necessary accommodation can be afforded, payment to be exacted from such patients when possible.

IX. Two beds, (one in the men's, and one in the women's wards) shall be kept in reserve to receive such patients as may from sudden accidents be in need of immediate relief.

X. The applicants for admission shall attend at the Receiving Room of the Hospital at any time from 11 a. m. till 1 p. m., (Sundays excepted).

XI. No patient shall leave the house unless by permission of the Resident Physician; nor play at any game of hazard within the Hospital, nor introduce any spirituous liquor into the premises.

XII. No male patient shall go into the women's apartments, wards, or grounds, nor any female patient into the men's apartments.

XIII. No patient shall smoke tobacco in the wards, corridors, or elsewhere in the house without permission of the House Surgeon.

XIV. If any patient shall not conform to the foregoing regulations, or such further regulations as shall from time to time be made for their government, or shall use profane or indecent language, or get drunk or behave rudely or indecently, or shall wilfully waste or destroy the Hospital property, or refuse treatment, such patient shall be reported to the House Surgeon, who shall have the power to dismiss the offender if necessary.

XV. No patient shall be out of his ward after dark, or before breakfast in the morning without permission.

CHAPTER IX.

VISITORS.

I. The friends of patients shall be admitted from 11 a. m. to 12 m., every day in the week except Sunday.

II. Female visitors shall not be admitted into the male wards, nor male visitors into the female wards, unless by special permission.

III. No eatables, bottles or packages of any kind shall be taken by visitors into the wards, all such must be left with the Steward or Matron marked with the names of the persons for whom they are intended.

IV. The general visiting day for persons wishing to

see the Institution shall be Thursday of each week from 2 to 4 p. m.

V. On Sundays, visits to the patients shall be permitted only in case of extreme sickness, and then only with the consent of the House Surgeon.

FORM OF RECOMMENDATION.

HALIFAX, N. S., this day of one thousand
eight hundred and sixty,
I recommend to be admitted into the General Hos-
pital, if shall appear to you a proper ob-
ject, after having been examined by the attending medical
officer.

To the Committee of Management of the General Hospital.

FORM OF SECURITY FOR PAY PATIENTS.

A. B. being admitted a patient in the General Hospital,
at my request, I, C. D., residing in do hereby
promise to provide A. B. with sufficient clothing while
there, to pay Commissioners of said Hospital per
week for A. B.'s board during continuance there,
to be removed when discharged, and to pay the expenses
of burial if die there.

Witness my hand this day of 186

C. D.

